



SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

COUNCIL MEETING
THURSDAY, 26 NOVEMBER 2009

AGENDA AND REPORTS

South Cambridgeshire Hall
Cambourne Business Park
Cambourne, Cambridge
CB23 6EA

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

TO: The Chairman and Members of the
South Cambridgeshire District Council

NOTICE IS HEREBY GIVEN that the next meeting of the **COUNCIL** will be held in the **COUNCIL CHAMBER, FIRST FLOOR** at **7.00 P.M.** on

THURSDAY, 26 NOVEMBER 2009

and I am, therefore to summon you to attend accordingly for the transaction of the business specified below.

DATED 18 November 2009

GREG HARLOCK
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

AGENDA

PRESENTATION

Olympic Lapel badges will be presented to all Members, following an introduction by Councillor Jaime Dipple, Member Champion for the 2012 Olympics.

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

To authorise the Chairman to sign the Minutes of the meeting held on 24 September 2009 as a correct record (**attached**).

(Pages 1 - 12)

4. ANNOUNCEMENTS

5. QUESTIONS FROM COUNCILLORS AND THE PUBLIC

5 (a) From Cllr Deborah Roberts to Cllr Ray Manning, Leader of the Council

"Please can the Leader update the Council as to how much was finally received from Cambridgeshire County Council towards the grant of £250,000 agreed by this council to Cambridge Rowing Lakes for the upgrading of the cafe area at Milton Country Park?"

5 (b) From Cllr Mike Mason to Cllr Simon Edwards, Finance and Staffing Portfolio Holder

I refer Councillor Edwards specifically to the Cambridge News report dated Monday 2 September with the headline "Travellers pay 4% of sewerage costs", together with document HS19 forming part of the agenda report to the Standards Committee Hearing Panel meeting held on April 15th 2009.

Will Councillor Edwards please:

- (a) Now confirm if he or the finance service has written off all or part of the £13,000 debt owed to the Council and,
- (b) Give an indication to Council of the approximate cost of administration, including bailiffs and court fees, incurred to date?

6. PETITIONS

To note that the following petitions have been received since the last meeting:

- From sheltered housing scheme residents in Cottenham, Fulbourn, Grantchester, Over, Papworth Everard and Willingham, from Willingham Medical Practice and from care workers and carers in general, in respect of the Sheltered Housing Service, dated 1 October 2009 and referred to the Cabinet on 12 November 2009;
- From residents of Bassingbourn in respect of site options consultation to inform the development of the Gypsy and Traveller Development Plan Document. The petition will be submitted by the New Communities Portfolio Holder along with other representations received during the consultation period, at his meeting in March 2010.

7. TO CONSIDER THE FOLLOWING RECOMMENDATIONS:

7 (a) Review of General Fund Medium Term Financial Strategy (Cabinet, 8 October 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Medium Term Financial Strategy, and the underlying assumptions within it, be approved as the basis for the planning of the budget for 2010/11 onward.

*The report and Appendix setting out the Medium Term Financial Strategy, considered by the Cabinet at its meeting on 8 October 2009, are **attached**.*

(Pages 13 - 22)

7 (b) Medium Term Financial Strategy: Proposals to meet Current and Future Years' Savings Targets (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Chief Executive be authorised, in consultation with the Leader of the Council and Finance and Staffing Portfolio Holder, to approve expenditure, outside budgetary provisions, to meet the costs of any redundancies and early retirements brought about as a consequence of the proposals agreed in respect of the package of savings for 2010-11 and consequential restructuring and changes to service levels.

The report and appendix considered by the Cabinet are available to view using the

following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 5 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (c) Housing Services Review (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL** that the Chief Executive, in consultation with the Leader of the Council and Finance and Staffing Portfolio Holder, be authorised to approve expenditure, outside budgetary provision, to meet the costs of any redundancies and early retirements brought about as a consequence of the proposals in respect of exposing the district responsive repairs service to competitive tendering, the restructuring of the sheltered housing service from a site-based to a floating support model and the reduction in the grounds maintenance budget.

The report and appendix considered by the Cabinet are available to view using the following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 6 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (d) Waste & Recycling Strategic Review (Cabinet, 12 November 2009)

Cabinet **RECOMMENDED TO COUNCIL**:

- (a) that the Council reconfigure its household waste and recycling services to provide a two stream co-mingled dry recycling service alongside the existing alternate weekly green and black-wheeled bins, by the replacement of the existing kerbside box recycling service with a blue 240lt wheeled bin and 40lt inner caddy (fitting inside the blue bin) collected on alternate weeks by 'twin-pack' collection vehicles on the same day as the existing green bin;
- (b) that the dry recyclable materials to be collected by the new service include paper (telephone directories; newspapers & magazines; general paper) within a inner caddy and mixed dry recyclables including cans and tins (steel and aluminium); aerosols; glass; plastic bottles; hard plastic (pots, tubs, and trays); cartons (tetra packs); cardboard; aluminium foil placed in the blue wheeled bin. Further materials to be added (i.e. plastic film) as processing facilities allow;
- (c) that the re-configured refuse and recycling collection service be implemented and operated by the Council's in-house environment operations unit as a directly managed service together with the street cleansing services;
- (d) approval of all staffing, plant and equipment required to implement the re-configured service (option 7) as detailed in the report to the Waste & Recycling Task and Finish Group on the 10 September 2009; and
- (e) that Council amend the 2009/10 and 2010/11 capital programme by £1,510,000 to allow for the procurement of the blue bins and caddy inserts to be procured in this financial year.

The report and appendix considered by the Cabinet are available to view using the following [link to the Council's website \(www.scamb.gov.uk\)](http://www.scamb.gov.uk) - Item 7 refers. In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail democratic.services@scamb.gov.uk

7 (e) Gambling Act 2005 Statement of Policy (Environmental Services Portfolio Holder's meeting, 23 October 2009)

The Leader (exercising the functions of the Environmental Services Portfolio Holder in her absence) and in his capacity as Leader of the Council **RECOMMENDED** that Council approve, ratify and adopt the Gambling Act 2005 Statement of Policy attached as Appendix B to the report presented to the Licensing Committee at its meeting on 23 October 2009, taking into account comments made by Members at that meeting.

The documents from that meeting are available on the Council's website at the following location:

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=868&MId=4929&Ver=4>

In addition, paper copies have been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016, e-mail

democratic.services@scams.gov.uk

7 (f) Anti-Theft, -Fraud and -Corruption Policy (Finance and Staffing Portfolio Holder, 18 November 2009)

The Finance and Staffing Portfolio Holder, at his meeting on 18 November 2009, will be asked to **RECOMMEND TO COUNCIL** that a revised Anti-Theft, Fraud and Corruption Policy be approved, incorporating the changes identified in the report and appendices, for inclusion in Part 5 of the Constitution.

Any alternative recommendation will be reported to the Council.

The policy is currently included in the Constitution as an Appendix to the Officers' Code of Conduct. It is considered more appropriate for this key element of the Council's corporate governance arrangements to be included as a separate section of the document in its own right, therefore Council is further **RECOMMENDED** to remove the policy from Section 5G (Officers' Code of Conduct), and to include it as a revised Section 5H (subsequent sections to be renumbered accordingly).

The proposed revised policy is available to view using the following [link to the Council's website \(www.scams.gov.uk\)](http://www.scams.gov.uk) - item 3 refers. Paper copies have also been placed in the Members' Room, and are available from Democratic Services, telephone (01954) 713016 e-mail democratic.services@scams.gov.uk.

8. COUNCIL MEETING SCHEDULE 2010/11
Report attached.

(Pages 23 - 24)

9. CHANGE TO THE LIBERAL DEMOCRAT GROUP REPRESENTATION ON THE CLIMATE CHANGE WORKING GROUP

Council is **RECOMMENDED** to approve the appointment of Councillor Mrs PM Bear to the Climate Change Working Group in place of Councillor AN Berent.

10. CHANGE TO THE COUNCIL'S REPRESENTATION ON THE TRUSTEES OF FRANCIS JOHN CLEAR ALMSHOUSES, MELBOURN

Council is **RECOMMENDED** to approve the appointment of Councillor Mrs VM

Barrett as a Trustee of Francis John Clear Almshouses, Melbourn in place of Councillor Mrs JM Guest, until May 2012.

11. MEMBERS' ALLOWANCES - APPOINTMENT OF MEMBER TO THE INDEPENDENT REMUNERATION PANEL

The term of office for Ruth Rogers, one of the members of the Independent Remuneration Panel expired on 23 November 2009. Ms Rogers is willing to serve a further year on the Panel. Council is therefore **RECOMMENDED** to reappoint Ms Rogers to the Independent Remuneration Panel for a further period of one year ending 26 November 2010.

12. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

The Chairman has expressed a wish that reports under this item should be submitted to Democratic Services for publication with the Agenda, not made at the meeting as verbal updates.

No written reports had been received at the time of Agenda publication.

13. NOTICES OF MOTION

13 (a) Amendment standing in the name of Cllrs Nigel Cathcart and Jim Stewart to a Motion in the names of Cllrs Liz Heazell and Sebastian Kindersley

The following amendment to a Motion standing in the names of Cllrs Liz Heazell and Sebastian Kindersley, stands deferred from the last meeting, following the passing of a Procedural Motion to adjourn the debate (amendments to the Substantive Motion marked in ***bold italics*** below):

‘Concern is mounting particularly amongst our sheltered housing residents and their families regarding our services provided for the vulnerable elderly. There is also rising public concern on this issue.

While many Council sheltered residents have found the emergency cover very satisfactory, and realise that service charges are very much lower than in the private sheltered sector, there are many apprehensions being voiced about the prospect of more change, less staff on-site hours together with increased charges / rents.

Council agrees to subject all services for sheltered housing residents, provided by us or by partners across the district, to a review, ***with the objective of achieving the best possible standard of service provision***, which will be conducted by a Task and Finish Group set up by the Portfolio Holder.’

Since this Motion was considered on 24 September 2009, Cabinet has considered a report, and agreed recommendations, in respect of the future structure of the housing service. In considering any Resolution arising from this item of business, Members may consider it appropriate to agree a further amendment to provide for any review to take place within the parameters of the decisions in respect of the housing services review, agreed by Cabinet.

13 (b) Standing in the name of Cllr Mike Mason

In the matter of the proposed development of Northstowe, Council notes with concern, in spite of previous indications to the contrary, that:-

- (a) Further detailed planning applications are still awaited and that members, having previously approved additional staff appointments, are now being asked to make cuts in the planning and new communities sections.
- (b) The recommendations now being imposed by the Planning Inspectorate, are completely unrealistic in terms of housing target numbers to be completed within the Local Development Framework (LDF) plan period.
- (c) The Immigration Service remains in occupation of the former airfield buildings without the benefit of planning permission.
- (d) Infrastructure improvements to the A14 and the construction of the guided busway has yet to be completed, with no Section 106 developer contributions likely to be forthcoming.

Council instructs the Chief Executive and Leader to write to Communities and Local Government, Homes and Communities Agency and the developers, requesting a definitive public statement as to their current position and intentions for the site, informing them, with reference to (a) – (d) above and with the prospect of diminishing financial resources in the foreseeable future, that the policies in the Local Development Framework have become unsustainable and will not be implemented within the plan period.

14. CHAIRMAN'S ENGAGEMENTS

To note the Chairman's engagements since the last Council meeting:

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|-----------------------------|---|
| Sept 28 th | Balsham Sheltered Housing Coffee Morning |
| Sept 28 th | Clubs in Pubs - Sawston Village College |
| Sept 29 th | Citizens Advice Bureau Breakfast Briefing at Emanuel College |
| Sept 30 th | Cambridgeshire Celebrates Age - Community Centre, The Swifts, Fulbourn |
| Oct 1 st | Cambridge News Community Awards |
| Oct 2 nd | Melbourn Sheltered Housing Coffee Morning |
| Oct 4 th | High Sheriff's Justice Service at Peterborough Cathedral |
| Oct 8 th | Orwell Sheltered Housing Coffee Morning |
| Oct 10 th | 2009 Awards Ceremony for Young People of the Year in Cambridgeshire (YOPEY) |
| Oct 10 th | Huntingdon Civic Charity Dinner & Dance |
| Oct 11 th | City of Ely Council Civic Service at Ely Cathedral |
| Oct 14 th | Great Shelford Sheltered Housing Coffee Morning |
| Oct 14 th | Cambridge City Mayor's Charity Evening |
| Oct 16 th | Civic Dinner, Harlow Council |
| Oct 17 th | East Anglian Air Ambulance 'drop in' Quy Mill Hotel, Cambridge |
| Oct 19 th /20/23 | Pub 4 Kids initiative – Sawston Village College |

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|----------------------|---|
| Oct 23 rd | Godmanchester Town Council Fairtrade Evening |
| Oct 25 th | East Cambs District Council Civic Service at St Mary's Church, Burwell |
| Oct 27 th | National Clean Air Awards, Waterbeach |
| Oct 30 th | Grantchester Sheltered Housing Coffee Morning |
| Oct 30 th | Huntingdonshire District Council Chairman's Charity Ball, Burgess Hall, St Ives |
| Nov 1 st | Whittlesey Mayor's Civic Service |
| Nov 5 th | Fulbourn Sheltered Housing Coffee Morning |
| Nov 5 th | Best Kept Garden Awards, Scotsdales Garden Centre |
| Nov 8 th | Great Shelford Memorial Service |
| Nov 9 th | Bassingbourn Sheltered Housing Coffee Morning |
| Nov 11 th | Veterans Day Ceremony, American Military Cemetery |
| Nov 13 th | Waterbeach Sheltered Housing Coffee Morning |
| Nov 14 th | Royal British Legion Women's Section County Conference - Comberton |
| Nov 16 th | Cambridgeshire Constabulary Awards Ceremony, Hinchingsbrooke House |
| Nov 17 th | Harston Sheltered Housing Coffee Morning |
| Nov 18 th | Opening Equine Therapy Centre, Milton |
| Nov 19 th | Thalidomide at 50 Portrait Exhibition |
| Nov 20 th | Children in Need day |
| Nov 23 rd | Cottenham Sheltered Housing Coffee Morning |
| Nov 24 th | Bourn Sheltered Housing Coffee Morning |
| Nov 24 th | Enterprise Pathway Pubs 4 Kids, St Neots |
| Nov 25 th | Wood Green Animal Shelter Reception on The Terrace at the House of Commons |

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

While the District Council endeavours to ensure that visitors come to no harm when visiting South Cambridgeshire Hall, those visitors also have a responsibility to make sure that they do not risk their own or others' safety.

Increased hygiene at South Cambridgeshire Hall

In light of the swine flu pandemic, we have intensified our usual cleaning routines in council buildings. We have also introduced hand gel dispensers throughout the offices, including public areas. When visiting South Cambridgeshire Hall you are encouraged to use these facilities if and when required to help limit the spread of flu.

Security

Members of the public attending meetings in non-public areas of the Council offices must report to Reception, sign in, and at all times wear the Visitor badges issued. Before leaving the building, such visitors must sign out and return their Visitor badges to Reception.

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Evacuate the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park.

- **Do not** use the lifts to exit the building. If you are unable to negotiate stairs by yourself, the emergency staircase landings are provided with fire refuge areas, which afford protection for a minimum of 1.5 hours. Press the alarm button and wait for assistance from the Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

First Aid

If someone feels unwell or needs first aid, please alert a member of staff.

Access for People with Disabilities

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Hearing loops and earphones are available from reception and can be used in all meeting rooms.

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business

Unless specifically authorised by resolution, no audio and / or visual or photographic recording in any format is allowed at any meeting of the Council, the executive (Cabinet), or any committee, sub-committee or other sub-group of the Council or the executive.

Banners, Placards and similar items

No member of the public shall be allowed to bring into or display at any Council meeting any banner, placard, poster or other similar item. The Chairman may require any such item to be removed.

Disturbance by Public

If a member of the public interrupts proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared.

Smoking

Since 1 July 2008, the Council has operated a new Smoke Free Policy. Visitors are not allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. Visitors are not allowed to bring food or drink into the meeting room.

Mobile Phones

Visitors are asked to make sure that their phones and other mobile devices are set on silent / vibrate mode during meetings or are switched off altogether.

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Council held on
Thursday, 24 September 2009 at 2.00 p.m.

PRESENT: Councillor Charles Nightingale – Chairman
Councillor Tony Orgee – Vice-Chairman

Councillors: Frances Amrani, David Bard, Richard Barrett, Val Barrett, John Batchelor, Trisha Bear, Nigel Bolitho, Francis Burkitt, Brian Burling, Tom Bygott, Nigel Cathcart, Jonathan Chatfield, Neil Davies, Douglas de Lacey, Jaime Dipple, Simon Edwards, Sue Ellington, Janice Guest, Steve Harangozo, Sally Hatton, Liz Heazell, James Hockney, Mark Howell, Sebastian Kindersley, Janet Lockwood, Mervyn Loynes, Ray Manning, Robin Martlew, Mike Mason, Raymond Matthews, David McCraith, David Morgan, Lorraine Morgan, Cicely Murfitt, Alex Riley, Neil Scarr, Bridget Smith, Hazel Smith, Julia Squier, Jim Stewart, Richard Summerfield, Peter Topping, Robert Turner, Susan van de Ven, Bunty Waters, John Williams, Tim Wotherspoon and Nick Wright

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|-----------|----------------|--|
| Officers: | Alex Colyer | Executive Director, Corporate Services |
| | Steve Hampson | Executive Director, Operational Services |
| | Greg Harlock | Chief Executive |
| | Fiona McMillan | Senior Lawyer |
| | Richard May | Democratic Services Manager |

Apologies for absence were received from Councillors Anthony Berent, David Bird, Roger Hall, Peter Johnson and Deborah Roberts.

PRESENTATIONS**Presentation of badges to past Chairman of the Council**

The Chairman of Council presented a Past Chairman's Badge to former Councillor Mr. Ken Collett, Chairman of the Council between 1983-1985.

Smoke-free Gold Award

Councillor SM Edwards, Finance and Staffing Portfolio Holder, presented the Gold National Clean Air Award to the Chairman of the Council. The award recognised the Council's outstanding commitment in providing a tobacco smoke-free environment to protect the health, safety and well-being of all who entered Council premises. Council was advised that a similar award would be presented at the Waterbeach Depot.

40. DECLARATIONS OF INTEREST

Councillors Dr DR Bard, D de Lacey, SGM Kindersley, DC McCraith and AG Orgee declared personal non-prejudicial interests in Agenda item 9 (North West Cambridge Area Action Plan) as Members of the Cambridge Fringes Joint Development Control Committee. Given that the interests were not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, they remained in the meeting and took part in the discussions and voting. Councillor TJ Wotherspoon declared a similar interest as an alternative (substitute) member of this committee.

The following Councillors also declared personal non-prejudicial interests in Agenda item

9 (North West Cambridge Area Action Plan):

- Councillor Mrs FAR Amrani, whose husband was a member of the Cambridge University.
- Councillor Mrs SA Hatton, whose son was a Researcher at the Cambridge University.
- Councillor Dr D de Lacey, as a member of the Cambridge University
- Councillor TD Bygott, as a member of the Cambridge University.

Given that the interests were not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, they remained in the meeting and took part in the discussions and voting.

Councillor SGM Kindersley declared a personal non-prejudicial interest in Agenda item 7(a) (Barrington: Review of Community Governance Arrangements) as an elected Cambridgeshire County Councillor whose division covered Barrington. Given that the interest was not prejudicial, and in accordance with the Council's Code of Conduct for Councillors, he remained in the meeting and took part in the discussions and voting.

41. MINUTES

Council **RESOLVED** that the Minutes of the Meeting held on 16 July 2009 be approved as a correct record and signed by the Chairman, subject to the inclusion of Councillor FWM Burkitt within the list of Councillors whose apologies for absence had been submitted, an amendment to Minute 28(a) to state that, in his absence, the Chairman had put the question standing in Councillor Burkitt's name, and an amendment to Minute 28(f) (Question by Councillor SGM Kindersley to the Housing Portfolio Holder) to refer to an 'elected tenant participation management board', deleting reference to Elected Member representation.

42. ANNOUNCEMENTS

The Chairman made the following announcements:

- Thanking Councillors who had attended his Reception.
- Doubling the fine levied on Councillors whose mobile telephones sounded during Council meetings to £10, to be paid as a donation to the Chairman's Charity.
- Advising that a dedicated Chairman's page on the Council's public website had been launched ([link to www.scams.gov.uk](http://www.scams.gov.uk))
- Collection boxes were available to raise funds for the Chairman's charity; the Councillor who returned the heaviest box would receive a bottle of champagne. Lapel badges were also available at £3 each, proceeds from which would be given to the Chairman's charity.

43. QUESTIONS FROM COUNCILLORS AND THE PUBLIC**43 (a) From Councillor Mrs CAED Murfitt to the Leader of the Council**

Councillor Mrs CAED Murfitt asked the Leader of the Council the following question:

In the recent IDeA Members' Guide 'Top tips for making savings through better procurement in professional services', Members are told it is their role to ask three

fundamental questions. The questions are as follows:

- What are we spending on temporary agency staff and consultancy?
- Do we have a co-ordinated corporate approach to procuring and managing these contracts?
- Are we collaborating with others, regionally and nationally, to gain efficiencies and implement best practice?

Please can the Leader of the Council advise whether answers are available for these questions and, if not, when Members can expect to receive satisfactory answers?

Councillor RMA Manning, Leader of the Council, advised that he had read the same article. Before providing figures, he requested clarification on the time period over which the information was required, and the level of detail sought. For example, should the definition of temporary agency staff include refuse loaders providing Christmas cover and staff covering maternity leave, and should 'consultancy' include work such as that undertaken by the Environment Agency in respect of Covell's Drain, or that reimbursed partly or wholly by outside organisations such as Cambridgeshire Horizons? It was likely that the detailed scoping of such a report would entail a substantial time commitment. The Leader requested that Councillor Murfitt and other Councillors should focus their attention on providing ongoing challenge to the Council's approach to agency and consultancy costs through their contributions to debates at Cabinet, Portfolio Holders' meetings and Scrutiny and Overview Committee. Councillors' suggestions for alternative courses of action would be welcomed and considered.

In terms of regional collaboration, the Leader advised that the Making Cambridgeshire Count project had commenced, under the terms of which all relevant service providers in the county would examine how the £1.85 billion annual funding was allocated, to enable them to work together to ensure it was spent most efficiently and effectively.

By way of a Supplementary Question, Councillor Mrs. Murfitt requested relevant information relating to the current financial year. The Leader of the Council responded that he was happy to provide this information, and would discuss details with Councillor Murfitt outside of the meeting.

43 (b) From Councillor Mrs FAR Amrani to the Leader of the Council

Councillor Mrs FAR Amrani asked the Leader of the Council the following question:

'With all the discussion of cutbacks we are hearing about in various Council meetings and the local press, everyone is aware that the Council is facing a huge financial crisis. Most householders know, when faced with debts, you can address the problem by reducing spending and increasing income. Can the Leader expand on what sustainable revenue raising measures the Council is planning to adopt to counterbalance the current spending-cut strategy?'

Councillor RMA Manning, Leader of the Council, advised that the option for the Council to increase income and reduce spending was restricted by its requirement to provide services. Its biggest sources of income, for example those from planning fees, had reduced significantly as a result of the current economic downturn, whilst the Council owned no assets such as car parks from which additional income could be generated. In these circumstances, the Council sought to seek efficiencies in the ways it provided services, a process which included ongoing investigation of potential shared services

with other local authorities.

By way of a Supplementary question, Councillor Amrani requested that the Leader and Portfolio Holder establish a task group to explore innovative methods of raising income which might be gained from initiatives such as web advertising or sponsorship. The Leader of the Council thanked Councillor Amrani for her suggestions and advised that he and the Finance Staffing Portfolio Holder had noted her request to establish such a group.

43 (c) From Councillor RE Barrett to the New Communities Portfolio Holder

Councillor RE Barrett asked the New Communities Portfolio Holder the following question:

Please could the Portfolio Holder comment on the progress in obtaining off-site contributions towards recreation and public open space since the Public Open Space Supplementary Planning Document was adopted in January 2009?

Councillor Dr DR Bard, New Communities Portfolio Holder, advised that contributions of £168,649 had been received since the adoption of the Supplementary Planning Document (SPD) in January 2009. Developer contributions were sought at a typical level of £3,000 per three-bedroom dwelling, and were available to parish councils to fund specific local projects. The Portfolio Holder stated that he did not consider that parish councils were sufficiently aware of the scheme to have secured maximum benefit from it, before advising that he had undertaken to address this through regular updates to parish councils, the inclusion of a fact sheet within parish planning packs and an information item which he hoped to place on the agenda for the next meeting of the local association of parish councils.

Councillor Barrett thanked the Portfolio Holder for his answer, stating that he welcomed proposals to provide additional information on the scheme.

43 (d) From Councillor Dr SEK van de Ven to the Planning Portfolio Holder and the Chairman of the Planning Committee

Councillor Dr SEK van de Ven asked the Planning Portfolio Holder the following question:

The Planning Portfolio Holder would agree, I am sure, that changes to Chairman's Delegation would affect all parishes and, consequently, all Members. Given that there has been no offer of a member workshop to discuss concerns or any new proposals, please would he and the Chairman of the Planning Committee therefore guarantee that all members' opinions will be heard either in person (or failing that in writing) at the Planning Committee meeting on 7 October 2009?

Councillor van de Ven thanked the Portfolio Holder for allowing a full debate at his meeting on 1 September.

Councillor NIC Wright thanked Councillor van de Ven for her question and positive feedback. He had intended a full debate at the meeting on 1 September, but had been disappointed that more parish than district councillors had attended. Councillor Wright advised that the Chairman's Delegation Meeting was very unpopular with parish councils for a number of reasons. A report, summarising the key arguments, would be submitted to the Planning Committee on 7 October, at which the Committee would take a decision

on the future of such meetings. In essence, the two principal options involved abolition or significant revisions to the format to increase transparency. Councillor Wright understood that opportunities for all Members to contribute to the discussion would be given at the Planning Committee meeting.

43 (e) From Councillor Dr SA Harangozo to the Leader of the Council

Councillor Dr SA Harangozo asked the Leader of the Council the following question:

Does the Leader intend writing to the Minister for Energy and Climate Change to support substantial and binding cuts in international CO2 emissions at the Copenhagen Climate Change summit and, if not, please could he explain why?

Councillor RMA Manning, Leader of the Council, stated that he considered local actions to be the key to combating climate change; however, in the apparent absence of co-ordinated international action, it was important for the Council to lobby government as best it could. The Leader suggested that Councillor Harangozo discuss the issue with the Climate Change, Sustainability and Procurement Portfolio Holder, with a view to drafting a joint letter from all three councillors.

Councillor Dr Harangozo thanked the Leader for his positive response. He reiterated that, without a binding international agreement in respect of cuts in CO2 emissions, the Council would be in a harder position in its attempts to tackle climate change.

Councillor TD Bygott, Climate Change, Sustainability and Procurement Portfolio Holder, stated that he was happy to discuss the issue and sign the letter as suggested by the Leader. He advised that the threat posed by climate change could not be ignored, especially given Cambridgeshire's particular vulnerability to rising sea levels.

43 (f) From Councillor JD Batchelor to the Housing Portfolio Holder

Councillor JD Batchelor asked the Housing Portfolio Holder the following question:

In view of local concerns over the decision to sell-off Council property at Frog End, Shepreth, has consideration been given to including an "up-lift" clause in any sales contract allowing the Council Tax payers of SCDC to benefit from the sale of any subsequent development?

Councillor MP Howell, Housing Portfolio Holder, advised that, having taken advice from legal services and the Council's Valuers, an up-lift clause would only be required in respect of the Frog End property in the event of the land being sold below market value.

By way of a supplementary question, Councillor Batchelor requested the Portfolio Holder revisit the matter, as his understanding from similar transactions involving the county council was that up-lifts could be applied in situations such as Frog End in which a future developer could achieve huge net profit.

The Portfolio Holder replied the ultimate benefit from such clauses on commercial land was negated through a short-term drop in value; however, he undertook to liaise with colleagues at the county council with a view to clarifying the matter further.

43 (g) From Councillor DH Morgan to the New Communities Portfolio Holder

Councillor DH Morgan asked the New Communities Portfolio Holder the following question:

Why has the recently-adopted Open Space Supplementary Planning Document (SPD) not made any reference to a requirement for a minimum separation distance between play areas and housing despite representations during the consultation on the draft policy that play areas were being built far too close to homes in new communities, in particular Cambourne, leading to numerous complaints received by the Parish Council, Housing Associations and Police from residents about the noise of children screaming and anti-social behaviour?

Councillor Dr DR Bard, New Communities Portfolio Holder, advised that page 23 of the adopted Supplementary Planning Document set out a schedule of separation distances. Councillor Bard was aware of the issue in Cambourne, advising that staff were working with the parish council to address local concerns. He advised that, in all developments, a balance needed to be struck between the noise and disturbance caused to neighbouring properties by play areas in close proximity, and the dangers of bullying and other anti-social which were more likely to be undetected in isolated locations; in each case, however, consultation took place with the parish council and residents in order to resolve such issues at the planning stage.

By way of a supplementary question, Councillor Morgan requested that the Portfolio Holder ensure the Council maintained a robust position in negotiations with developers to ensure that minimum distances were complied with in respect of playgrounds. Referring to the Upper Cambourne site, Councillor Morgan reported that the anti-social behaviour taking place at the playground in question, located 30 metres from nearby houses, might have to be dealt with by measures such as the employment of security staff to lock it each night. Such measures carried substantial cost implications.

The Portfolio Holder reminded Councillor Morgan that the location of the play area referred to had not been imposed on the local area but agreed following consultation, which had included a meeting in Cambourne held on 15 August 2009.

43 (h) From Councillor Mrs LA Morgan to the New Communities Portfolio Holder

Councillor Mrs LA Morgan asked the New Communities Portfolio Holder the following question:

Would the responsible Portfolio Holder please explain why Cambourne was included in the options to be consulted on for the provision of a Gypsy and Traveller site but without a specific location being identified?

Councillor Dr DR Bard, New Communities Portfolio Holder, advised that new communities had to be considered as possible sites to provide Gypsy and Traveller sites; however, the identification of specific locations pre-empted the master-planning process as it could constrain other potential land uses. In normal circumstances, this work would be completed prior to the first development of new sites. The consultation process was causing particular concern in Cambourne as it was an established new community.

43 (i) From Councillor FWM Burkitt to the Leader of the Council

Councillor FWM Burkitt asked the Leader of the Council the following question:

Would the Leader of the Council agree that South Cambridgeshire District Council should play as active a role as possible in the current debate about traffic management in and around Cambridge?

Councillor RMA Manning, Leader of the Council, advised that the Council was already taking an active role in the debate of traffic management issue, and would be proactive in contributing to future discussions. The Leader reported that the Council supported the Chesterton Sidings rail initiative, and the provision of major improvements in traffic infrastructure through funding from the Transport Innovation Fund for measures short of a congestion charging scheme. The Leader requested that the Planning Portfolio Holder and Member Champion for Transport consider the establish of a task group with the specific remit of contributing to the county-wide debate on traffic management issues.

43 (j) From Councillor PW Topping to the Housing Portfolio Holder

Councillor PW Topping asked the Housing Portfolio Holder the following question:

Could the Portfolio holder for housing set out his assessment of the pressures faced by the Council's sheltered housing scheme, and its warden service in particular?

Councillor MP Howell, Housing Portfolio Holder, advised that pressures on the sheltered housing service arose from two sources:

1. The need to make savings within the Housing Revenue Account (HRA)
2. The need to respond to changes within the Supporting People regime.

In respect of the the HRA, income from service charges and Supported People was not sufficient to cover the current level of expenditure on the sheltered housing service. A cross subsidy from HRA rental income was required to balance the books, currently running at around £600K per year. The retention by the Council of its council homes required a saving on the HRA of around £500K to be in place by 2011/12. Cuts across all service areas were being considered, but a significant proportion of the £500K savings would have to come from the cross subsidy to sheltered housing services.

With regard to Supporting People, Councillor Howell advised that the budget managed by the County Council would be subject to cuts over the next three years. In addition there was a proposed shift of resources from services to older people to services for others with housing needs. There was also a steer from Supporting People that there would be a shift of resources from residential based services to floating support style services.

The contract to provide housing support services to the elderly was due to be competitively tendered in around 3 years time. In order to prepare the service at the Council to be able to win such a tender, work was underway now to redesign the service as a floating support model. This was intended to ensure that the resources available were targeted at those that most needed support, and were not spent on providing visits to those that did not need them.

The Council had already moved away from providing resident wardens some years ago. The current set up involved three teams of sheltered housing officers providing a semi

floating service to the sheltered housing schemes. The developing proposals would see a shift away from a scheme based service to an individually tailored support service. The role of the sheltered housing staff would therefore change, with some staff providing the support services to individual people whilst others focussed on working with groups of residents to assist with social activities in the common rooms.

Councillor Topping thanked the Portfolio Holder for his answer and stated that he had intended to invite Councillor Howell to visit the Sheltered Housing Scheme in Whittlesford; however, he would delay that invitation given the more immediate urgency of work to develop solutions to the severe challenges facing the sheltered housing service.

The Portfolio Holder stated that he had visited the Sheltered Housing scheme at Gamlingay to hear residents' concerns expressed directly, and advised that he would be happy to do similar at any scheme. He stated that the nature of the sheltered housing service, particularly the distinction between care and support, was complicated, and that he had asked for an explanatory leaflet to be prepared which would help Members explain the key issues to tenants and residents.

Councillor NJ Scarr requested that a full written answer be circulated to all Members as it had been of great assistance in outlining the key issues.

44. PETITIONS

No petitions had been submitted since the last meeting.

45. TO CONSIDER THE FOLLOWING RECOMMENDATION:

45 (a) BARRINGTON: Review of Community Governance Arrangements (Electoral Arrangements Committee, 17 September 2009)

Councillor RJ Turner proposed, Councillor SGM Kindersley seconded and Council **RESOLVED** that, having conducted a community governance review, the number of Parish Councillors on Barrington Parish Council be increased from 7 to 9.

46. CLIMATE CHANGE WORKING GROUP ANNUAL REPORT

Council received the annual report of the Climate Change Working Group.

Councillor Dr SA Harangozo, Chairman of the Climate Change Working Group, introduced the report, explaining that it sought to go beyond a mere outline of work over the previous year to set out the Council's evolving approach as a key agent in enabling climate change to be addressed, and its severest effects mitigated against, through effective partnership work with residents and businesses in the district, and with other councils and public bodies to establish and achieve a shared vision for Cambridgeshire. Dr Harangozo drew Council's attention to a forthcoming example of such an initiative, encouraging Councillors to attend a Village Energy Show at Impington Village College on Saturday 24 October, at which practical advice would be given to assist householders in saving money through cutting energy bills.

During the discussion which followed, Members thanked Councillor Harangozo and the Council's Strategic Sustainability Officer for their work and for producing a clear and

comprehensive report. The Sustainability, Procurement and Efficiency Portfolio Holder stated that he would ensure that the Council and Cabinet continued to demonstrate strong local leadership, and that he looked forward to the submission of new ideas from all Members. It was considered that a key area of focus in which the Council could have direct influence involved enforcement of stringent minimum sustainability standards on new developments, so that developers who were reluctant to implement sustainable methods of design and construction so should be obliged to do so. This could be achieved through the adoption of Supplementary Planning Guidance in respect of energy use as part of the Council's Local Development Framework.

47. LOCAL DEVELOPMENT FRAMEWORK (LDF) - NORTH WEST CAMBRIDGE AREA ACTION PLAN (JOINT PLAN WITH CAMBRIDGE CITY COUNCIL)

Council considered a report recommending adoption of the North West Cambridge Area Action Plan following receipt of the Inspector's binding report. Councillor Dr DR Bard moved and Councillor RMA Manning seconded the recommendations set out at paragraph 37, stating that the Council had little choice but to adopt the plan once the Inspector's binding conclusions had been received. During debate of this item, Councillors expressed concern and dismay that key elements of the Council's work in developing a plan which maximised protection of the Green Belt and preserved the identity of the village of Girton had been overturned by the Government's Inspector who, in so doing, was acting contrary to the wishes and needs of the local community.

Council **RESOLVED** to:

- (a) **ADOPT** the North West Cambridge Area Action Plan, as contained in Appendix 2, on 22 October 2009, subject to Cambridge City Council adopting the AAP on that day, and proceed in accordance with Regulations 35 and 36.
- (b) **ADOPT** the revisions to the adopted Proposals Map, as contained in Appendix 3; and
- (c) **NOTE** the Sustainability Appraisal Adoption Statement as contained in Appendix 4.

Councillor TD Bygott requested to be recorded as voting against the Motion.

48. APPOINTMENT TO STANDARDS COMMITTEE OF A PARISH COUNCIL MEMBER 2009-2013

Council **NOTED** that, all parish and community councils and meetings in South Cambridgeshire having been invited to submit nominations for a representative to serve on the Standards Committee for the next four years, Stapleford Parish Council had nominated Mr Michael Farrar, who was returned unopposed to serve a four-year term until 7 August 2013.

49. CAMBRIDGE CITY FRINGES (SECTION 29) JOINT COMMITTEE - APPOINTMENT AND CONFIRMATION OF SUBSTITUTES

Council **RESOLVED** that Councillor NIC Wright be appointed to the Cambridge City Fringes (Section 29) Joint Committee as substitute for Councillor Dr DR Bard, and that Councillor SM Edwards be confirmed as substitute for Councillor RMA Manning on this Committee.

50. UPDATES FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Councillor Mrs BZD Smith introduced a report relating to her work as the Council's representative on the Children and Young People's Partnership. In response to a question, Councillor Mrs Smith explained that the 'Big Plan' was a statutory document setting out the county council and its key partners' vision for children and young people. The two priorities of particular relevance to South Cambridgeshire District Council were to help children and young people feel safe and happy within their communities, and to meet their needs in areas experiencing growth and demographic change. The plan contained a 'Participation Ladder', the objective of which was to achieve shared decision-making with children and young people themselves. Councillor Smith advised that the Scrutiny and Overview Committee would be reviewing children and young people's issues as part of its agreed work programme.

51. NOTICES OF MOTION

51 (a) Standing in the names of Councillor Mrs EM Heazell and SGM Kindersley

Councillor Mrs EM Heazell moved and Councillor SGM Kindersley seconded a Motion in the following terms:

'Concern is mounting particularly amongst our sheltered housing residents and their families regarding our services provided for the vulnerable elderly. There is also rising public concern on this issue.

While many Council sheltered residents have found the emergency cover very satisfactory, and realise that service charges are very much lower than in the private sheltered sector, there are many apprehensions being voiced about the prospect of more change, less staff on-site hours together with increased charges / rents.

Council agrees to subject all services for the vulnerable elderly, whether provided by us or partners across the district, to a review. Such a review could be conducted by our own Scrutiny and Overview Committee, or as a pilot study by the county-wide Joint Accountability Committee.'

Councillor Mrs SM Ellington moved and Councillor JA Hockney seconded an amendment in the following terms (alterations marked in ***bold italics***):

'Concern is mounting particularly amongst our sheltered housing residents and their families regarding our services provided for the vulnerable elderly. There is also rising public concern on this issue.

While many Council sheltered residents have found the emergency cover very satisfactory, and realise that service charges are very much lower than in the private sheltered sector, there are many apprehensions being voiced about the prospect of more change, less staff on-site hours together with increased charges / rents.

Council agrees to subject all services for ***sheltered housing residents***, provided by us or by partners across the district, to a review, ***which will be conducted by a Task and Finish Group set up by the Portfolio Holder.***

The mover and seconded of the original Motion agreed, in accordance with Standing Order 14.6(b), to accept the amendment through its incorporation into their Motion. With the consent of the mover of the amendment, the original Motion stood altered accordingly, the amendment was deemed withdrawn and debate proceeded on the

Substantive Motion.

Councillor NN Cathcart moved and Councillor JH Stewart seconded an amendment in the following terms (alterations marked in ***bold italics***):

‘Concern is mounting particularly amongst our sheltered housing residents and their families regarding our services provided for the vulnerable elderly. There is also rising public concern on this issue.

While many Council sheltered residents have found the emergency cover very satisfactory, and realise that service charges are very much lower than in the private sheltered sector, there are many apprehensions being voiced about the prospect of more change, less staff on-site hours together with increased charges / rents.

Council agrees to subject all services for sheltered housing residents, provided by us or by partners across the district, to a review, ***with the objective of achieving the best possible standard of service provision***, which will be conducted by a Task and Finish Group set up by the Portfolio Holder.’

Councillor NS Davies moved, Councillor D de Lacey seconded and Council **RESOLVED**, with 40 votes in favour and 9 against, in accordance with Standing Order 14.11(a)(iii), to adjourn the debate to the next meeting.

52. CHAIRMAN'S ENGAGEMENTS

Council noted the Chairman's engagements since the last meeting, being advised that the event on 8 August had been a charity match, not march, and that the event on 7 September at the Cambridge Preservation Society had been intended to mark this organisation's relaunch as Cambridge Past, Present and Future.

The Meeting ended at 4.52 p.m.

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

REPORT TO: Leader and Cabinet
AUTHORS: Senior Management Team

8 October 2009

GENERAL FUND MEDIUM TERM FINANCIAL STRATEGY / SERVICE PLANS**Purpose**

1. To set the financial parameters for the service planning and budget preparation processes for the Council.
2. This is not a key decision but forms part of the overall Budget and Policy framework for the Council and this framework will be used to as part of the Council's budget setting cycle which will set the overall budget in February 2010.

Policy Context

3. Last year the Council replaced the Corporate Objectives with a Vision, Values and the 3As, which comprised:
 - 5 Aims
 - 25 Approaches
 - 32 Council Actions for 2009/10
4. The Council's Aims are:
 - we are committed to being a listening Council, providing first class services accessible to all;
 - we are committed to ensuring that South Cambridgeshire continues to be a safe and healthy place for you and your family;
 - we are committed to making South Cambridgeshire a place in which residents can feel proud to live;
 - we are committed to assisting provision for local jobs for you and your family;
 - we are committed to providing a voice for rural life.
5. The 5 Aims and 25 Approaches have provided a good basis for the development of services; they provide a robust framework for service development over the medium term. The Aims are reflected in the Council Vision. They are consistent with the Sustainable Community Strategy and the LAA.
6. The Council Actions for 2009/10 have been incorporated into the Corporate Plan and service plans. Achievement of the actions is being monitored through inclusion in CorVu and appropriate reporting to EMT, Cabinet and portfolio holders.
7. Cabinet, at its meeting in September, provisionally agreed 12 specific actions to deliver the Aims and potential new spending areas addressing priorities over the next three years. In accordance with that decision £50,000 has been provided within the forecast to deliver those actions.
8. At this stage, the Administration has informally indicated broad areas of search for the delivery of the savings targeted in the MTFS. The impact on the 3A's and targets contained within the Sustainable Community Strategy are still to be established fully and these will be reported back to Cabinet for approval in due course.

9. Service plans are currently being prepared covering the year 2010/11 onwards and reviewing 2009/10 for any new emerging pressures. As part of this process, services are identifying costs associated with:
 - the implementation of the Council Actions
 - essential service enhancements or statutory obligations
10. The Corporate Governance Inspection (CGI) identified the need for clearer prioritisation and the linking of priorities and resources in the Council's financial planning processes. The Council delivers this through its integrated service and financial planning processes.

Financial Background

11. Previous reports have concluded that the Council is at a disadvantage in terms of Government support; the low level of Council Tax it levies; and the costs of the growth agenda.
12. The MTFS for 2010/11 onwards addresses the need to manage the balancing of annual income and expenditure in the medium term and recognises the need to continue an appropriate level of council tax increase in the medium term, whilst also balancing the reduction in the levels of reserves.
13. In 2008/09, the Revenue Support Grant (RSG) settlement for local authorities was set for a three-year period (2008/09 to 2010/11). The Council received a disappointing settlement for the three-year period, which was in cash terms an increase of 1%, 0.5% and 1% respectively. These low increases have been built into the MTFS. Previous forecasts had anticipated that future settlements after this three-year period would be more generous to the Council. It is now considered that this assumption needs to be revisited.
14. The Public Sector Borrowing Requirement is currently projected to exceed £175 billion and it is certain that the next Government will take action to address this deficit in the medium term. The impact of this is bound to be felt in future local government funding settlements. The MTFS has therefore, now been modelled on the assumption that there will be no cash increase in Revenue Support Grant beyond 2010/11. In effect this is modelling a real terms decrease in grant and makes no provision for future population growth. It should be noted that some of our neighbouring councils are planning to model cash decreases in grant.
15. At the same time, the impact of the recession has impacted severely on the Council's income forecasts and created additional demands on the Council's services in key areas. Over the short term the MTFS will be realigned to absorb these pressures, with a view that original expected levels of growth and income will return to normal levels in a few years time.
16. These comments are considered in more detail in the remainder of the report.

Strategic Approach / Issues

17. **Current Spending Levels and Savings.** The Council's spending per head of population on services is generally low; the scope for further savings is, therefore, limited. In setting the 2009/10 budget the Council set a savings target of £325,000 from the General Fund. Given the spending pressures identified above, the Executive Director and the Finance and Staffing Portfolio Holder have sought savings in excess of this level to mitigate the impact of the projected overspends. In year budget reductions of £481,000 have now been identified increasing to £674,000 in a

full year. The Council will continue to seek further efficiency savings and SMT has established a standing officer group led by the Executive Director and supported by all Corporate Managers to deliver this. No specific assumptions have been made in the forecast for future savings from this activity.

18. In addition two specific service restructurings have been proposed:
- (a) Revenues and Benefits Administration – savings of £350,000 per annum have been targeted by entering into a shared service delivery mechanism (see report elsewhere on this agenda)
 - (b) Refuse and Recycling Strategic Review – annual savings totalling £333,000 look set to be delivered through the review. Cabinet will receive a report on this issue at its November meeting. The Outline Business Case for this project will indicate an a capital funding requirement of circa £1.5 million but it has been assumed, for the purposes of this report, that this requirement will be covered through capital grants with the residual cost being met through leasing facilities.
19. **Spending Pressures.** As highlighted above, additional spending pressures have been identified arising specifically from the impact of the recession (see previous reports to Cabinet) and the impact of the provisionally agreed 12 Actions. Two further significant spending pressures have also been identified:
- (a) The Government has now announced that it will transfer the funding of concessionary fares in two-tier areas from district to county councils. Although the Council have a saving from not having to meet the cost of the concessions this looks likely to be offset by a much greater withdrawal of grant; the net impact on the general fund is likely to be a shortfall of £485,000 per annum.
 - (b) The pension fund's assets and liabilities will be formally reassessed in the new year as part of the triennial review process. Initial indications are that the fund will be facing a significant shortfall. The MTFS now anticipates that SCDC employer contributions will need to increase from 21.7% to almost 33%. Although the phasing of this increase is still to be discussed, in a full year this may add a further £2 million to the general fund budget. For the purposes of this report, the increases have been assumed to be implemented in equal stages over a six-year period, i.e there are further increases anticipated beyond the period of the MTFS.
20. In view of the current economic circumstances, no provisions have been made for growth in 2010/11 or 2011/12. The implication of this is that any further inescapable growth identified through the service planning process will need to be prioritised against current spending plans and met from within existing resources. Provisions have been made for 2012/13 and beyond however, in line with the assumed growth in population over this period.

General Fund Revenue Projections and Implications

21. In setting the level of council tax, there are a number of strategic options available to the Council, including; setting a council tax level higher than the current capping criteria or setting a council tax level more in line with the national Conservative Party target of no more than 2.5%.
22. Given the current economic circumstances, the Leader and the Finance and Staffing Portfolio Holder have requested that the MTFS has been modelled on an increase in council tax of 4.5% in 2010/11 followed by subsequent increases of 2.5%.

23. In setting its final budget the Council will of course have recourse to its balance of General Fund Reserves; projected to total £6.7 million in hand at March 2010 (assuming the projected deficit for 2009/10 has to be met from reserves). It has, therefore, been assumed in the forecast, as set out at **Appendix 1** that the resulting deficits will be met from reserves. The Executive Director – Corporate Services concurs with previous advice that the Council should not plan to reduce reserves below £1.5 million.
24. Given the forecast deficits, Cabinet has informally indicated that savings to the level of £1.6 million should be identified for the 2010/11 financial year.
25. The implications of cutting back spending proposals to this limit are significant and will require difficult decisions. Nevertheless, this is the limit considered necessary by the Leader and Finance and Staffing Portfolio Holder to avoid substantial financial problems in the later years of the MTFs. Consequently it is being recommended that Cabinet consider proposals to deliver this level of savings at future meetings.
26. The MTFs also include a number of other assumptions, the main ones being:
- (a) the base budget and carry forward of expenditure approved for 2009/10 being rolled forward;
 - (b) no provision for pay inflation in 2010/11 and 2.5% thereafter;
 - (c) from 2010/11 a further increase of 3% on the pay budget as an estimation of the effect of the pay and grading review;
 - (d) 2.5% for non-pay budgets (officers are reviewing actual inflation requirements rather than applying the general increase to all budget areas. This will lead to increases in some areas based on contract increases and inflation pressures, off-set by no increases in some budget headings);
 - (e) the maintenance of debt free status;
 - (f) the continued use of capital receipts to finance capital expenditure not met by grants, contributions and reserves;
 - (g) a revised tax base, based on the current tax base growth in 2009/10 and taking into account the slow down in the housing market;
 - (h) the Housing and Planning Delivery Grant will continue at the same level as the 2007/08 allocations, as the additional grant received in 2008/09 is unlikely to continue in future years. The additional grant received will be used to offset the lower income projections for planning and land charges over the next few years contributing to a balanced budget. The Council should receive notice of the 2009/10 allocation of grant in November or December.
27. Against a backdrop of historically low interest rates the Council anticipates receiving £0.95m from interest received on balances in 2009/10. Although rates look set to increase in the medium term this is unlikely to add significantly to the Council's forecasts over the period of this review.

28. The impact of these factors is shown in summary Medium Term Financial Strategy set out at **Appendix 1**. The detailed variations to the forecast are highlighted in the table below:

| | Projection 2009/10 £'000 | Revised Projection 2009/10 £'000 | Projection 2010/11 £'000 | Projection 2011/12 £'000 | Projection 2012/13 £'000 | Projection 2013/14 £'000 | Projection 2014/15 £'000 |
|--|--------------------------------|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| Base 2009/10 Budget | 15,667 | 15,667 | 15,667 | 15,667 | 15,667 | 15,667 | 15,667 |
| Inflation | | | 84 | 636 | 1,096 | 1,592 | 2,112 |
| Pay and Grading review | | | 388 | 388 | 388 | 388 | 388 |
| Other Staffing Changes | | | (56) | (56) | (56) | (56) | (56) |
| One-off Budget Provisions / Variations | | 12 | (259) | (259) | (259) | (359) | (259) |
| HPDG Programme | | | | 13 | 156 | 167 | 167 |
| Milton Country Park Contribution | | 130 | | | | | |
| Pension Fund Contributions | | | 280 | 510 | 750 | 1,002 | 1,266 |
| Planning fee variations | | 416 | 304 | 192 | 92 | (8) | (8) |
| Interest on Balances | | 336 | 437 | 437 | 587 | 737 | 737 |
| Land Charges | | (36) | (72) | (109) | (109) | (109) | (109) |
| New Actions | | | 50 | 50 | 50 | 50 | 50 |
| Concessionary Fares | | | | 485 | 485 | 485 | 485 |
| Revenues and Benefits Shared Service | | | | (350) | (350) | (350) | (350) |
| Recycling Strategic Review | | | (161) | (236) | (323) | (333) | (333) |
| Base Budget Forecast | 15,667 | 16,525 | 16,662 | 17,368 | 18,174 | 18,873 | 19,757 |

Capital Programme

29. No significant variations to the Council's Capital Programme have been proposed at this stage. The programme will be updated to reflect current programme spend in due course and Cabinet in February will consider the updated programme for recommendation to Council later that month.

Implications and Risk Management

30. Financial Implications are covered in the main report. Savings of the magnitude proposed are likely to have significant staffing implications although these have not been identified at this stage.
31. Although many elements of the build up of the estimates are the results of consultation (eg on the Community Strategy and the three year surveys), the overall financial strategy has not been subject to consultation. Options for a more specific budget consultation are currently under consideration and will be reported to future meetings of the Finance and Staffing or Policy & Performance Portfolio Holder as appropriate.
32. As indicated, there are very significant risks involved in the financial projections. These have already been outlined in the body of the report but the key specific risks are:
- Delivery of savings to meet targets. The risk of not achieving the savings is that the reserves would go below the minimum acceptable level during the period of the MTFS;
 - The Government may impose a tighter RSG settlement than anticipated by setting a negative floor for grant settlements.

- Pay and inflation assumptions are based on the latest estimates for these factors and will have to be monitored regularly through the budget cycle process to minimise any adverse impacts of any changes. In addition, the current projections for the employer’s pension contributions are subject to much more detailed work by the actuarial team and may be subject to Government intervention in any case;
- Pay and grading review; an estimation of the potential effect of the pay and grading review has been factored into the MTFs from 2010/11; however, the 3% estimate may be too high or low and will be monitored through the life of the project;
- Demand led budgets; the budgets for concessionary fares, planning and land charges income are demand led and a change in the demand on these service areas could lead to pressures or underspends in the budget. Adjustments have been made in the MTFs to take into account the current economic climate and the effect this is having on these demand led areas and these will be regularly monitored.

Next Steps

33. This is an initial report on the MTFs, enabling Members to determine a financial framework against which service plans can be considered and funded. The further steps necessary over the next 6 months are:
- (a) a re-assessment of the MTFs in February to follow the 2010/11 budget setting process and reconfirmation of the formula grant;
 - (b) officers to examine and prioritise their service plans to identify areas where further savings can be identified;
 - (c) officers to review the capital programme to ensure proposals fit within the foreseen available resources;
 - (d) Cabinet agree a package of savings totalling £1.6 million for 2010/11 onwards
 - (e) to develop a process for consultation on the financial proposals, and overall strategy;
 - (f) the preparation and scrutiny of detailed estimates.

Effect on Corporate Objectives and Service Priorities

| | |
|-----|---|
| 34. | <p>Commitment to being a listening council, providing first class services accessible to all.</p> <p>The Council will consult on its budget plans over the winter, the results of which, will be fed back into future reports considering this matter</p> |
| | <p>Commitment to ensuring that South Cambridgeshire continues to be a safe and healthy place for all.</p> <p>The recommendations will contribute to the delivery of the Council’s Aims, Approaches and Actions which build on the corporate objectives highlighted in this table</p> |
| | <p>Commitment to making South Cambridgeshire a place in which residents can feel proud to live.</p> <p>The recommendations will contribute to the delivery of the Council’s Aims, Approaches and Actions which build on the corporate objectives highlighted in this table</p> |
| | <p>Commitment to assisting provision for local jobs for all.</p> <p>The recommendations will contribute to the delivery of the Council’s Aims, Approaches and Actions which build on the corporate objectives highlighted in this table</p> |
| | <p>Commitment to providing a voice for rural life.</p> |

The recommendations will contribute to the delivery of the Council's Aims, Approaches and Actions which build on the corporate objectives highlighted in this table

Recommendations

35. (a) that the 12 actions as proposed at the September meeting of Cabinet be approved;
- (b) that £50,000 be provided in the MTFS to meet the cost of the 12 actions;
- (c) that Council be recommend to approve the MTFS and the underlying assumptions as the basis for the planning of the budget for 2010/11 onwards; and
- (d) that the next steps outlined in paragraph 33 above be approved.

Background papers: The following background papers were used in preparation of this report:

- More detailed financial working papers and assumptions
- Report of the Settlement Working Group September 2009
- Interim report of the Pension Fund Actuary

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DRAFT MEDIUM TERM FINANCIAL STRATEGY

dependent on achieving efficiency and other savings

| | Actual 2008/09 £'000 | Original Estimate 2009/10 £'000 | 1% | Updated Estimate 2009/10 £'000 | 1% | Projected Estimate 2010/11 £'000 | 0.00% | Projected Estimate 2011/12 £'000 | 2.50% | Projected Estimate 2012/13 £'000 | 2.50% | Projected Estimate 2013/14 £'000 | 2.50% | Projected Estimate 2014/15 £'000 | 2.50% inflation |
|--|----------------------------|--|----|---|----|---|-------|---|-------|---|-------|---|-------|---|-----------------|
|--|----------------------------|--|----|---|----|---|-------|---|-------|---|-------|---|-------|---|-----------------|

including 3% for pay and grading review
including 1.8% annual increase in pension contribution rate up to 29% in 2014/15

| | | | | | | | | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------|---------|---------|---------|---------|---------|---------|
| Base Budget | 13,677 | 15,667 | 16,525 | 16,662 | 17,368 | 18,174 | 18,873 | 19,757 | | | | | | | |
| Spending Pressures due to population growth, etc., with inflation Contribution towards cost of facilities at Northstowe - NO ALLOWANCE | 0 | 0 | 0 | 0 | 0 | 323 | 662 | 1,012 | | | | | | | |
| Agreed target/ latest plan for 2009/10 Efficiency and other Savings 2010/11 Efficiency and other Savings Target | 0 | (325) | (481) | (582) | (674) | (674) | (674) | (674) | (1,600) | (1,600) | (1,600) | (1,600) | (1,600) | (1,600) | (1,600) |
| Net District Council General Fund Expenditure | 13,677 | 15,342 | 16,044 | 14,480 | 15,094 | 16,223 | 17,261 | 18,495 | | | | | | | |
| Appropriations to/from Balances General Fund | 248 | (782) | (1,392) | 352 | (8) | (849) | (1,528) | (2,394) | | | | | | | |
| Housing and Planning Delivery Grant | 0 | (328) | (328) | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Budget Requirement for capping purposes (excluding parishes) | 13,925 | 14,232 | 14,324 | 14,832 | 15,086 | 15,374 | 15,733 | 16,101 | 2.3% | 2.3% | 2.3% | 2.3% | 2.3% | 2.3% | 2.3% |
| Formula Grant | (7,711) | (7,749) | (7,749) | (7,823) | (7,823) | (7,823) | (7,823) | (7,823) | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% |
| Local Authority Business Growth Incentive Grant (LABGI) | 0 | 0 | (92) | (92) | (46) | 0 | 0 | 0 | | | | | | | |
| (Surplus)/Deficit on Collection Fund | 3 | 47 | 47 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| Demand on Collection Fund | 6,217 | 6,530 | 6,530 | 6,917 | 7,217 | 7,551 | 7,910 | 8,278 | | | | | | | |
| Tax Base for Tax Setting Purposes | 57,959.9 | 58,252.5 | 58,252.5 | 59,030 | 60,070 | 61,330 | 62,690 | 64,006 | 2.2% | 2.2% | 2.2% | 2.2% | 2.2% | 2.2% | 2.1% |
| Basic Amount of Council Tax | 107.27 | 112.10 | 112.10 | 117.18 | 120.15 | 123.12 | 126.18 | 129.33 | 2.5% | 2.5% | 2.5% | 2.5% | 2.5% | 2.5% | 2.5% |
| District only | | | | | | | | | | | | | | | |
| Balances at Year End General Fund (minimum level £1.5 million) | £'000 (8,069) | £'000 (7,098) | £'000 (6,677) | £'000 (7,029) | £'000 (7,021) | £'000 (6,172) | £'000 (4,644) | £'000 (2,250) | | | | | | | |

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SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

| | | |
|-------------------|---|------------------|
| REPORT TO: | Council | 26 November 2009 |
| AUTHOR/S: | Chief Executive / Corporate Manager for Community and Customer Services | |

CALENDAR OF COUNCIL MEETINGS FOR THE 2010-2011 CIVIC YEAR

Purpose

1. To recommend a programme of meetings for the 2010-2011 Civic Year (May-May) for consideration and agreement by Council in accordance with Standing Order 2.1.

Considerations – Dates and times for meetings

2. It is proposed that five ordinary meetings be scheduled during the 2010-2011 Civic Year, plus a meeting to set the budget in February 2011 and an Annual Meeting in May 2011.
3. Council meetings have traditionally taken place at 2.00pm; during the 2009-2010 Civic Year, the July and November 2009 meetings commenced at 7.00pm. Council is invited to determine suitable start times for its meetings during 2010-2011.
4. The meeting dates proposed take into account meetings of the County Council and school term dates for 2010-2011. Where possible, half-term and school holidays have been avoided, with the following exceptions:
 - The meeting to set the budget on 24 February 2011 falls during half-term; however, a meeting is necessary on this date to comply with statutory timescales and enable Council Tax bills to be dispatched in a timely manner;
 - The meeting on 14 April 2011 falls during the school holidays. Traditionally, the April meeting has taken place later in the month; however, Maundy Thursday falls on 21 April 2011 and the Council Chamber is required for preparation for local elections on 28 April 2011;
5. The proposed meeting dates are set out in the following table:

| Date | Type of meeting |
|-------------------|-----------------|
| 22 July 2010* | Ordinary |
| 23 September 2010 | Ordinary |
| 25 November 2010 | Ordinary |
| 27 January 2011 | Ordinary |
| 24 February 2011 | Budget |
| 14 April 2011 | Ordinary |
| 26 May 2011 | Annual |

* School summer holidays commence on this date.

6. The proposal provides for the same number of meetings as in 2009-2010.

Implications

| | | |
|----|---------------------|---|
| 7. | Financial | The cost of Members' travelling expenses is around £375 per meeting. The cost of paper and postage is around £100 per meeting. The agreement of additional Council meetings would result in these costs rising proportionally. |
| | Legal | There is a legal requirement for the whole Council to meet at certain times to carry out functions only it can perform such as appointing the Leader of the Council and committees, deciding the budget and approving the Performance Plan. There is no laid-down number of other ordinary meetings. In years where elections are held the Annual Meeting must be held within 21 days of the retirement of the outgoing councillors (Standing Order 1.1 and the Local Government Act 1972). |
| | Staffing | A higher number of meetings would entail a proportionately greater demand on senior officer time. |
| | Risk Management | None specific |
| | Equal Opportunities | None specific |

Effect on Annual Priorities and Corporate Objectives

8. The scheduling of an appropriate number of Council meetings at which the policy and budgetary frameworks are agreed (and amended where necessary) and other business dealt with in accordance with Article 4 of the Constitution, is essential to the efficient and effective operation of the whole organisation. It is considered that a schedule of seven Council meetings per year best provides a timely forum in which all Councillors can debate issues of concern to the district, whilst allowing Officers and Members sufficient time between formal meetings to progress work towards meeting the Council's strategic aims.

Recommendations

9. (1) That meetings during the 2010-2011 Civic Year be scheduled to take place on the following dates:
- 22 July 2010;
 - 23 September 2010
 - 25 November 2010
 - 27 January 2011
 - 24 February 2011 (Budget Meeting)
 - 14 April 2011
 - 26 May 2011 (Annual Meeting).
- (2) That suitable start times for the above meetings be agreed.

Background Papers: the following background papers were used in the preparation of this report:

The Council's Constitution

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